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This instruction establishes policy and procedures for the implementation of the AMC Weather Self-Inspection and Staff Assistance Visit Programs. This instruction is applicable to all AMC weather units. This instruction does not apply to Air National Guard or Air Force Reserve units.

**1. Purpose and Objectives.** Inspection is one of the military's oldest management tools used to determine unit effectiveness in supporting the customers' mission. Inspection is the responsibility of commanders, noncommissioned officers-in-charge (NCOIC), and supervisors. The objectives of inspection programs are:

- 1.1. To measure unit readiness.
- 1.2. To measure effectiveness of unit functions, programs, guidance, and compliance with higher headquarters regulations, instructions, and policies.
- 1.3. To find and resolve important problems.
- 1.4. To help units set up priorities to perform their missions.
- 1.5. To provide a feedback system on corrective actions taken on identified deficiencies.

**2. Scope.** This instruction applies to Air Mobility Command (AMC) weather flight (WF)-level units.

**3. The AMC Weather Inspection Program is Threefold.** Self-inspection, staff assistance visits, and standardization and evaluation inspections.

**4. Self-Inspection Program.** Self-inspection checklists provide the requisite guidance to conduct a unit self-inspection. Checklists are maintained on the AMC/DOW web-site,  
<https://amc.scott.af.mil/do/dow/dow.htm>

4.1. WF/Combat Weather Team (CWT) officers-in-charge and NCOICs will conduct a unit self-inspection within 120 days after initial assignment and thereafter, at least once a year.

4.2. In addition, WF/CWTs will maintain a Self-Inspection Kit (SIK). Required contents are:

4.2.1. Self-inspection checklists.

4.2.2. Self-inspection memos and documents used to initiate, record, follow-up, and close actions on the most recent self-inspection.

4.2.3. Special Interest Items and Weather Interest Items and documentation of actions taken.

4.2.4. Latest AMC/DOW assistance visit report and documentation of corrective actions taken.

4.2.5. Latest Expeditionary Operational Readiness Inspection (EORI) reports and documentation, if required, of corrective actions taken.

4.2.6. Latest Air Traffic System Assessment report, if applicable, and documentation of corrective action taken.

4.2.7. Any parent/base assistance visit reports (on the job training, security, safety, etc.) and documentation of corrective actions taken.

## **5. AMC/DOW Staff Assistance Visits (SAV).**

5.1. AMC/DOW will conduct a SAV to each AMC CWT/WF approximately every 18 months. The purpose of the SAV is to provide technical, operational, administrative, and managerial assistance to the unit to ensure unit capabilities to meet AFMAN 15-135, *Combat Weather Team Operations*, and AFMAN 15-129, *Aerospace Weather Operations-Processes and Procedures* requirements and ensure the unit is providing the best possible support to their operational customers.

5.2. The self-inspection checklist (maintained on the AMC/DOW web-site) is the primary instrument used for conducting the SAV.

5.3. The SAV team will provide the unit a visit report of observations and recommendations. More importantly, the SAV team will provide substantive solutions for programs and processes not optimally effective.

5.4. The CWT/WF is not obligated to report back to AMC/DOW on actions taken to correct SAV report recommendations. However, corrective actions taken will be documented in the unit's SIK.

## **6. AMC/DOW Standardization and Evaluation (S&E) Visits.**

6.1. AMC/DOW will conduct a S&E visit to each AMC CWT/WF approximately 6 months after the unit receives a SAV. The purpose of the S&E will be strictly to inspect compliance with AFI 15-180, *Air Force Weather Standardization and Evaluation Program* guideline requirements and assign an appropriate evaluative score, measuring unit performance.

6.2. Units that have not taken corrective actions to address SAV report recommendations will be scored UNSATISFACTORY for the S&E visit.

6.3. AMC/DOW S&E visit teams will give a final S&E visit report to the WF, operations support squadron, and operations group during the visit outbrief.

6.4. WFs/CWTs have 180 days after a S&E visit to take the necessary corrective actions to fix discrepancies identified in the S&E visit report. Report corrective actions taken to AMC/DOW on a monthly basis in the format specified in [Attachment 2](#).

6.5. Units given a score of MARGINAL or UNSATISFACTORY during a S&E visit will be reinspected in 6 months.

6.6. S&E scoring will be IAW AFI 15-180.

**7. EORIs will be conducted in accordance with AFI 90-201, *The Inspection System*; AMCI 90-201, *The Inspection System*; and AMCPAM 90-202, *Inspection Guide*.**

HERFRIED S. HELLWEGE, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 15-180, Air Force Weather Standardization and Evaluation Program  
AFI 90-201, The Inspection System  
AFMAN 15-129, Aerospace Weather Operations—Processes and Procedures  
AFMAN 15-135, Combat Weather Team Operations  
AMCI 90-201, The Inspection System  
AMCPAM 90-202, Inspection Guide

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual  
**AFI**—Air Force Instruction  
**AMC**—Air Mobility Command  
**AMC/DOW**—Air Mobility Command Weather Division  
**CWT**—Combat Weather Team  
**EORI**—Expeditionary Operational Readiness Inspection  
**NCOIC**—Noncommissioned Officer-in-Charge  
**SAV**—Staff Assistance Visit  
**S&E**—Standardization and Evaluation  
**SIK**—Self-Inspection Kit  
**WF**—Weather Flight

**Attachment 2**

**DISCREPANCY CLOSEOUT REPORT FORMAT**

1. Discrepancy Item [Insert discrepancy number and description as stated in the AFWSEP report.]
  - a. Status: [Open or Closed; Note: To be closed, AMC/DOW must concur with corrective actions.]
  - b. Action: [State the steps taken, or planned, to bring the area into compliance.]
  - c. Estimated Completion Date: [Self-explanatory, AMC/DOW goal is to close out all items within 6 months of the completed stan/eval.]
  - d. Recommendation: [Use this block to recommend closure or re-suspense.]